



Job Title: PAYROLL MANAGER

Department /Office: Office of Financial Management

Reports To: Finance Director

Salary / Hourly Range: 45

Job Classification Code: 9410

Level of Background Check: 1B

FLSA Status: EXEMPT; Full-time, Part-Time and/or Temporary

Driving Required: Yes, As Required

Revised: 07/15/2015

JOB DESCRIPTION:

The Payroll Manager is responsible for processing of the Hopi Tribe's payroll; maintains files and provides detailed information to employees for specific payroll inquiries, direct oversight of preparation and timely processing of the Hopi Tribe's payroll while supporting the Office of Financial Management and Human Resources disciplines in accordance with applicable Local, Federal, State laws/rules & regulations, the Hopi Tribe's Policies and Procedures Manual and Fiscal Management Policy.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Assists the Director of Financial Management and Director of Human Resources in communicating and providing guidance to internal and external customers on complying with Hopi Tribe's Fiscal Management Policies and Personnel Policies & Procedures; reviews and determines best course of action on issues presented; seeks guidance on complex issues from the Director of Finance.
2. Responsible for strategic and tactical planning, preparation and processing bi-weekly payroll, payroll administrative functions & all other necessary related payroll activities in accordance with applicable laws & regulations, tribal management policies & procedures and accepted principles, methods & practices, with an added emphasis on producing a timely, accurate bi-weekly payroll.
3. Manages, reviews and/or enters approved employee time sheets into the payroll system for posting to the proper payroll account journals; verifies the accuracy of data entry, and resolves discrepancies; oversees employee payroll check printing; timely tax reporting; payroll systems maintenance, researching laws and regulations regarding taxes and payroll withholding procedures, preparing budgets, salary projections; other statistical data, uses computer terminal to input payroll data, deciphers, translates, and codes complex alpha numeric payroll data and verifies input for accuracy and completeness, and prepares various reports as required by supervisor, programs, outside agencies, Tribal Executives.
4. Manages records of transactions regarding salary/wage changes, account number changes, leave accrual/encumbrances, tax deductions, benefit insurance payments, retirement pension contributions/loan payments direct deposits, debt recoveries and other related information/data; acts as liaison between payroll and MIS to ensure payroll staff understand and implement payroll system requirements and revisions; works closely with payroll staff and HR to identify need for system improvements/processes, formulating system requests and recommendations, and analyzing post-implementation results of system changes; keeps payroll staff trained & mentors of easier, quicker methods available for their use; provides work direction to programmers and maintains payroll systems purchased from outside vendors; prepares studies of potential systems modifications and changes; may act as liaison between payroll and system vendors to ensure documentation of system functions and capabilities and to facilitate the training of payroll staff in the use of the automated system.
5. Provides instruction/technical assistance to staff in processing the tribal bi-weekly payroll; trains customers and staff; assigns work of staff, assists staff with difficult or unusual tasks; assures accurate and timely processing of timesheets, actions and distribution of payroll checks; and resolves any discrepancies with hiring authorities (supervisor/timekeepers), accountants and staff of Human Resources Office.
6. Prepares proper transaction documents and makes payment of tax obligations to Federal & State revenue collection agencies, benefit insurance premiums, 401(k) Plan participant investments and loans, etc. Prepares official documents for the payroll audit, responds to audit findings, and works with the Finance Department in resolving payroll related matters.
7. Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly with others to provide quality seamless customer service.
8. Maintains confidential records and upholds strict confidentiality.
9. Performs related duties as assigned and authorized by the supervisor to meet program/office goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, Tribal Council, Tribal Budget Task Team, representatives/agents of financial institutions, funding agencies/contractors.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. Some lifting in excess of 20 lbs. may be necessary. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:**1. Required Education, Training and Experience:**

- A. Education: Bachelor's Degree in Finance, Accounting, Business Administration or closely related field;

AND

- B. Experience: Five (5) years of increasing responsible experience in payroll, accounting, financial, or statistics;

OR

- C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills, and Abilities:

A. Knowledge:

- Knowledge of payroll administration and related accounting principles, practices and methods
- Advanced knowledge of word processing, spreadsheet, or database programs
- Knowledge of tribal administrative practices and procedures
- Knowledge of Federal & State Payroll Tax Liabilities and requirements
- Knowledge of modern principles and practices of Payroll, HR and Public Administration to include Tribal Government
- Knowledge of strategic, long & short-term planning and program evaluation
- Knowledge of department operational activities, mission and client service requirements
- Knowledge of tribal, federal & state funding sources, laws, ordinances, regulations and application processes
- Knowledge of the socio-economic realities existing on Indian Reservations and nearby areas
- Knowledge of Management and Leadership
- Knowledge of Benefits Administration, Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Health Insurance Portability and Accountability Act (HIPAA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Employee Retirement Income Security Act (ERISA) and other related laws, regulations, policies, and ordinances.
- Knowledge of local, state, and federal rules & regulations governing retirement pension and benefit plans

B. Skills:

- Intermediate technical and statistical report writing skills
- Skill in operating microcomputers, ten-key calculators and other office equipment/machines
- Excellent interpersonal and human relations skills; works well under pressure, courteous, and dependable
- Strong verbal & written communications and math skills
- Skill in managing staff and complex internal relationships
- Skill in organizational/employee development & assessment and project planning
- Skill in providing internal & external excellent customer service and public relations

C. Abilities:

- Ability to direct the processing of large payroll
- Ability to interpret Federal regulations
- Ability to pay great attention to detail and commitment to accuracy
- Ability to establish and maintain positive professional working relationships with co-workers, tribal officials, auditors, vendors and general public
- Ability to develop, plan, implement and administer management
- Ability to adhere to strict timelines/deadlines in completing assignments
- Ability to work independently and manage multiple and multi-component projects at one time
- Ability to maintain strict confidentiality of client records and information
- Ability to follow verbal and written instructions to complete assignment
- Ability to liaise with various governmental agencies, private businesses and development representatives
- Ability to analyze & assess systems failures and develop appropriate corrective action
- Ability to train, mentor, review and assess capabilities and performance of subordinate staff
- Ability to interpret approved personnel policies & procedures

NECESSARY SPECIAL REQUIREMENTS:

1. Possess a valid Arizona Driver's license and complete/pass the Hopi Tribe's Defensive Driving course.
2. Must complete and pass the pre-employment screening, a fingerprint check, drug-test, Local, State & Federal background investigation in accordance with Hopi Tribal Policy.
3. No felony convictions and no more than two misdemeanors within 2 years.
4. Must be bondable.